Project scoping worksheet

Turn ambition into a clear next step.

PROJECT

NAME

ORGANISATION

DATE

> Download, complete and save a copy, or print and write by hand.

01 The decision and the deadline

What decision does this work have to support?

By when is it needed, and who has to make it?

What happens if no decision is made?

02 The customer or user and the need

Who is this for? Be specific about the segment.

What need or job does it address for them?

What do they do today instead, and why would they change?

03 Location, markets and constraints

Where would this operate, and which markets are in scope?

Which jurisdictions or countries are involved?

Which constraints are fixed, and which could be worked around?

04 The options, including doing nothing

Option A — summary, and rough cost and effort.

Option B — summary, and rough cost and effort.

Do nothing / defer: what happens if you wait? Which option looks strongest, and what would change your mind?

05 Evidence you already hold vs assumptions

Evidence you hold, and where it lives.

Assumptions you are currently making.

For each assumption, what would confirm or disprove it? What single assumption, if wrong, would change the decision?

06 Costs, revenue and resources to test

Capital and operating cost items to establish.

Revenue or savings assumptions to test.

People, skills, time and working capital to check.

07 Specialist inputs and approvals to establish

Which specialist inputs would this need? (design, engineering, legal, planning, certification, laboratory testing)

Which approvals, licences, permits or registrations are likely?

Who would provide each of the above, and have they been approached?

08 Requested deliverables and the next decision gate

What do you want to receive at the end of this work, and in what form? (report, model, roadmap, briefing, workshop)

What is the next decision gate after that, and when does it fall?

What would make this work a success for you?

Want a second view on the scope? Send the completed worksheet to yasha@gambitreign.com
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